

Retention and Classification Report

Agency: Salt Lake City (Utah). City Auditor (1003)

Records Officer

04899	Annual financial reports
24917	Appropriation budget
04944	City-county building public safety report
20086	Outside business or agencies audit working papers
20085	Outside businesses and agencies final audit reports

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 4899

3

TITLE: Annual financial reports

DATES: 1914-

ARRANGEMENT: Chronological

DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Fiscal Historical

This disposition is based on the value of these records in documenting the city's financial results and activities.

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 4899

TITLE: Annual financial reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 24917

3

TITLE: Appropriation budget

DATES: 1928-

ARRANGEMENT: Chronological

DESCRIPTION:

'Estimating the anticipated revenues and providing for the support of the government of the Salt Lake City Corporation,' this series contains the report produced annually by the Board of Estimate and Apportionment, which included the City Auditor. The intent of the report was to estimate the amount of monies needed to fund various city departments and programs for the coming year. Sections include an index, letter of transmittal, the actual tables of figures (often with budget numbers for each program), followed by a certification by the City Recorder.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: 02/04/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 4944

3

TITLE: City-county building public safety report

DATES:

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are reports written and prepared as a result of a performance audit on a municipal entity. These studies are frequently contracted with private consultants. They contain summary documentation on agency programs, operations and productivity.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 36.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 20086

3

TITLE: Outside business or agencies audit working papers

DATES: 1992-

ARRANGEMENT: Alphabetical by business name

DESCRIPTION:

These are the working papers for financial audits performed on businesses or agencies that conduct business with and within Salt Lake City. They are used for reference purposes and to determine how an audit was undertaken. They include spreadsheets, copies of source documents, memoranda, and audit notes.

RETENTION:

Retain 1 year after completion of next agency audit report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 18.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after completion of next agency audit report and then destroy.

APPRAISAL:

Administrative

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 20086

TITLE: Outside business or agencies audit working papers

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 20085

3

TITLE: Outside businesses and agencies final audit reports

DATES: 1992-

ARRANGEMENT: Alphabetical by business name

DESCRIPTION:

These are financial audits performed on businesses and agencies that conduct business with and within Salt Lake City (i.e., utilities, car rentals, hotels, motels, restaurants) and who pay taxes and revenue to Salt Lake City.

RETENTION:

Retain 6 years or until imaged.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years or until imaged and then transfer to State Archives with authority to weed.

Optical disks: Retain in Office permanently.

APPRAISAL:

Administrative Historical

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 20085

TITLE: Outside businesses and agencies final audit reports

(continued)

PRIMARY CLASSIFICATION:

Public